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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 2200.2B**Effective Date: March 25,  
2005Expiration Date: March 25,  
2010[Printable Format \(PDF\)](#)

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## Subject: Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information

**Responsible Office: Office of the Chief Information Officer**

[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |  
[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) | [AppendixH](#) |  
[AppendixI](#) | [ALL](#) |

## Chapter 5. Dissemination of STI

### 5.1 Purpose

5.1.1 To ensure the widest practicable and appropriate dissemination of the results of NASA STI activities, NASA maintains an electronic and alternative media duplication capability, adheres to printing regulations that direct printing and reproduction procedures, and maintains a variety of distribution mechanisms that ensure easy access to the NASA STI Report Series as well as other STI-related products and services.

### 5.2 Responsibilities

- a. General distribution requirements for the NASA STI program are determined by the NASA STI Program Director.
- b. Distribution and dissemination requirements for individual publications are determined by the author and his or her management in coordination with the general requirements of the NASA STI Program Director.
- c. All duplicating or printing, if applicable, of NASA STI is performed in accordance with NPD 1490.1, NASA Printing, Duplicating, Copying, Forms, and Mail Management, and NPR 1490.5, NASA Procedural Requirements for Printing, Duplicating, and Copying Management.
- d. Grantee reports published by the Grantee that are unclassified/unlimited are exempt from dissemination controls, unless otherwise stated in the grant; however, if NASA elects to publish the final grant report as a NASA Contractor Report, dissemination controls that are applicable to NASA publications apply. See sections 4.2.3 and 4.6.1.
- e. NASA Center for AeroSpace Information (CASI) is responsible for the primary dissemination of NASA STI, which is done electronically. NASA Centers may elect to also disseminate unclassified/unlimited STI by placing it on their Center Technical Report Server once it has undergone a NF-1676 or Center version of this form review. Documents on a public website must also meet requirements in NITR-2810-3.

5.2.1 A more-detailed discussion of distribution procedures is provided in section 5.6.

### 5.3 Duplication/Printing

5.3.1 Print Media. NASA disseminates STI electronically. On occasion, a Center may also require a hard copy duplication/printing. The duplication or printing of publications in the NASA STI Report Series in hard copy, if a Center elects to do so, is accomplished through Center Publications Offices using NASA Headquarters or Center duplicating/copying facilities and/or GPOs, in accordance with NPD 1490.1, NASA Printing, Duplicating, Copying, Forms, and Mail Management, and NPR 1490.5, NASA Procedural Requirements for Printing, Duplicating, and Copying Management. Special handling is required for limited or restricted STI.

5.3.2 Electronic and Alternative Media. The dissemination of STI in electronic or alternative media, which may or

may not be issued jointly with a print version, in the NASA STI Report Series must be made in accordance with the standards in section 2.6.

## 5.4 Archiving of NASA STI

5.4.1 The NASA STI Report Series are scanned or converted into PDF Searchable Image Exact format (if they are not received in this format) for submission to NARA for archiving requirements. This process is in accordance with NASA's Records Retention Schedules (NPR 1441.1).

## 5.5 Duplication for Secondary Distribution

5.5.1 NASA CASI is responsible for subsequent requests for NASA STI. This is called secondary distribution. NASA CASI fulfills requests for STI in electronic formats.

## 5.6 Dissemination/Distribution of NASA STI Report Series

5.6.1 NASA has four types of dissemination/distributions of its STI as follows:

- a. Initial (primary).
- b. Center.
- c. Author.
- d. Secondary (i.e., requests on demand).

### 5.6.2 Initial (Primary) Dissemination/Distribution

5.6.2.1 Initial or primary dissemination/distribution is made at the time the report is first produced.

5.6.2.2 NASA CASI is responsible for the initial distribution of STI that is made in electronic formats. For STI in alternative media formats (videos, CD-ROM's) and for alternative media format supplements to electronic STI, the Center must provide to NASA CASI the number of copies necessary for distribution. If a Center elects to do a hard copy printing, the Center is still required to send an electronic file to NASA CASI.

### 5.6.3 Dissemination/Distribution of Unclassified/Unlimited Documents

5.6.3.1 NASA CASI provides the widest practicable dissemination of publications in the NASA STI Report Series. If the document is unclassified/unlimited, NASA CASI sends a copy to NASA Centers, domestic and international organizations, corporations, and universities that are registered with NASA CASI to receive NASA STI publications in any or all of the 11 broad subject divisions. This includes other government agencies, NTIS, the Superintendent of Documents/GPO, and the Federal Depository libraries (unclassified/unlimited STI only).

### 5.6.4 Distribution of Restricted Documents

5.6.4.1 NASA CASI makes the appropriate distribution based on the approved registration. National Technical Information Service (NTIS), the Superintendent of Documents/GPO, and the Federal Depository libraries do not handle restricted information. Centers are not approved to distribute restricted documents other than to NASA CASI and to authors (who are approved to receive them). Any distribution by an author must be reviewed by the appropriate Center's personnel (export control, general counsel, etc.).

### 5.6.5 Submittal of STI to NASA CASI

5.6.5.1 NASA STI Managers and COTRs ensure that copies of all unclassified publications are forwarded to NASA CASI once the publications have been approved via the NF-1676 (or Center implementation of this form). Electronic formats are strongly recommended. See <http://www.sti.nasa.gov>, Publish STI, Electronic File Formats for NASA STI, for appropriate types of electronic formats. For unclassified STI containing restricted-access information as described in section 4.2.2, use the notices indicated in Chapter 4. Such STI should be electronically transferred in encrypted format as approved by NASA or sent in hard copy or electronic form on CD-ROM if encryption is not available.

5.6.5.2 Two copies (1 electronic (required) and 1 hard copy (recommended)) of NASA STI Report Series are to be sent to NASA CASI. The hard copy may be used to validate that math and symbols have not encountered a font substitute during transmission. For NASA STI reports that are in an alternative media that NASA CASI cannot accommodate, contact NASA CASI to determine the number of copies that must be provided so that they can make the appropriate distribution.

5.6.5.3 Documents provided to NASA CASI are processed into the NASA Aeronautics and Space Database and announced in a variety of published bibliographies and other external resources.

### 5.6.6 Center Dissemination/Distribution

5.6.6.1 A Center may elect to distribute copies of the STI internally to appropriate approved personnel, such as to their records management office, export control office, other specific organizations, etc. The Center is responsible for this distribution.

### 5.6.7 Author Dissemination/Distribution

5.6.7.1 Authors may also request that their Center provide a supplementary distribution of NASA STI publications in addition to the initial distribution. The author distribution may include known authors in the field, conference registrants, members of organizations or groups known to have an interest in the field, and/or persons who have requested similar prior papers. This distribution may also contain the names of persons included in lists obtained from contractors and other agencies. For restricted-access STI, authors must ensure that the names of potential recipients for this distribution have been approved by the Center management prior to the Center or the author making this distribution. Distribution of restricted-access STI requires additional approvals.

### 5.6.8 Secondary Dissemination/Distribution

5.6.8.1 Secondary distributions are sent to authorized requesters on demand. This distribution is the responsibility of NASA CASI.

### 5.6.9 NASA STI Help Desk

5.6.9.1 For additional information concerning announcement and dissemination/distribution, contact the STI Help Desk as follows:

- a. Telephone the NASA STI Help Desk at 301-621-0390.
- b. Send a fax to the NASA STI Help Desk at 301-621-0134.
- c. Send an e-mail via Internet to [help@sti.nasa.gov](mailto:help@sti.nasa.gov).
- d. Write to the NASA STI Help Desk at the NASA Center for AeroSpace Information, 7121 Standard Drive, Hanover, MD 21076-1320.

## 5.7 Use of Commercial or Nonprofit Publishers

5.7.1 The decision to use commercial or nonprofit publishers (e.g., society and nonprofit publishers) for printing NASA STI involves the following considerations:

- a. When appropriated funds have been used to create information to be published, printing services must be provided by the GPO, and the information shall not be made available to a private publisher for initial publication.
- b. If appropriated funds have not been used, other factors (e.g., type and content of the publication, audience, statutory requirements, past practice, and distribution to depository libraries) must be taken into consideration, and both the Office of the General Counsel and the office responsible for the preparation of the work must be consulted.
- c. The contractual arrangement with the publisher would not be a procurement or assistance transaction but rather a Space Act agreement.

[TOC](#)	[Preface](#)	[Chapter1](#)	[Chapter2](#)	[Chapter3](#)	[Chapter4](#)	[Chapter5](#)	[AppendixA](#)
[AppendixB](#)	[AppendixC](#)	[AppendixD](#)	[AppendixE](#)	[AppendixF](#)	[AppendixG](#)		
[AppendixH](#)	[AppendixI](#)	[ALL](#)					

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